

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
August 21, 2013**

IM 5184

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Crossroads Transportation Increase and Graduation Incentive

PROGRAMS: Crossroads

EFFECTIVE: September 1, 2013

RETENTION: Until Manualized

SECTIONS AFFECTED: 401-01-20-25 Crossroads Supportive Services

The Crossroads program assists eligible parents with the costs of child care and transportation to and from school and work. Currently, the amount allowed for transportation assistance cannot exceed \$75. Effective September 1, 2013 the Crossroads Supportive Service amount for Transportation Assistance will increase from \$75 to \$100.

Additionally, Crossroads policy is being expanded to add a new Supportive Service of GED/High School Graduate Incentive Payment in the amount of \$250. Eligible participants who successfully complete a high school or GED diploma while eligible under the Crossroads Program will be issued the \$250 incentive.

The following sections of the Crossroads Manual will be updated as indicated with the next Crossroads Manual Letter.

401-01-20-25 Crossroads Supportive Service

2. **Transportation Assistance** - Transportation assistance not exceeding ~~\$75.00~~ ~~\$100.00~~ per month may be paid to a Crossroads parent, provided the parent is participating in the activities listed on the [Education Plan](#).

If transportation assistance is based on mileage, a monthly stipend or flat amount is not allowed. Instead, a mileage calculation must be identified on the Education Plan. Transportation assistance based on mileage is calculated by multiplying the number of actual or estimated miles required per day to support the individual's approved activity by the number of days the individual needs assistance by \$0.45, the current reimbursement rate for travel under the Crossroads Program.

When public transportation or informal transportation arrangements are used, the participant must review their transportation needs and plan with the Crossroads Case Manager. If appropriate, the Crossroads Case Manager will approve the individual's plan. Payments for Transportation Assistance are issued to the recipients utilizing the Vendor Payment process. State Crossroads Policy Staff are responsible for issuing these payments.

3. **GED/High School Graduate Incentive Payment** - In order to support the basic philosophy of Crossroads to promote young parents to complete a high school level education, each eligible Crossroads parent will receive a \$250 one-time-only incentive payment upon completion of high school or general education development (GED) diploma. The individual must be Crossroads eligible in the month the individual completes their high school or GED requirements.

Verification of completion of high school or GED is required.

Payments for the GED/High School Graduate Incentive Payment are issued to the recipients utilizing the Vendor Payment process. State Crossroads Policy Staff are responsible for issuing these payments.

